



Oklahoma State University

How to Submit Requests

Section Change Request – used to add a new or edit an existing section

Rule Exception Request – takes the place of the Course Deviation and Class Change with Enrollment forms, also used to ask the Registrar’s Office to process specific changes in Banner (credit hours, cross-list, unique title etc.)

To submit a request, navigate to the **Requests** tab on the top left side of the class Scheduling Management homepage and click the “+ Create Request” button.

≡ Oklahoma State University

Scheduling Management

Home

Requests

Requests + CREATE REQUEST ⓘ

Document type ⓘ

All types

Selecting “**Section Change**” will prompt you to submit a request to either **ADD** a new section or **EDIT** an already existing section. We kindly ask that you refrain from submitting requests to change section details that are editable in the Section Dashboard.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term
Spring 2024
Type of change
Add Section
Select a course
A&S 1111 A&S First Year Seminar

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term	
Spring 2024	
Type of change	
Edit Section	
Select a course	Which section?
A&S 1111 A&S First Year Seminar	A&S 1111 - 21912

The option to “Add a section from Course Inventory” should only be used for courses that do not yet have sections scheduled for the selected term.

Selecting “**Rule Exception**” from the drop-down list of Request Types will prompt you to submit an exception request for a single, specific rule. Rule exceptions do not allow the ability to edit the section within the request. All section change details must be provided in the reason for the request field.

New Request » Rule Exception

Rule Exception requests allow you to request a rule exceptic

Term:

Fall 2024

Select a course

A&S 1111 A&S First Year Seminar

Which section?

A&S 1111 - 60036

Rule

Class Change with Meetings or Enrollment

Customized workflows have been created to accommodate various requests and obtain proper approvals. For example, section requests that deviate from standard parts of term or official class times will route to the Registrar’s office to ensure instructional minutes are met and then to Dean/Vice Provost. Online, Blended Hybrid requests will route to the Vice Provost of ITLE for review/approval. Tulsa or outreach requests will route to the appropriate college/campus level approvers.



Checking the Status of a Request:

Scheduling Management

Home

Requests

Section Editor

Section Dashboard

Requests

Document type

All types

Vote Required

Assigned To Me

Created By Me

To view the status of a request that you are the author of, click the **Requests** tab on the left side of the class Scheduling Management homepage, the “Created by Me” box in the middle of the page:

NAME	PROPOSAL TYPE	CURRENT STEP	REQUEST STATUS
<div><div></div><div></div><div>Added 10 minutes ago by</div></div>	Rule Exception	<div><div></div><div></div><div></div></div>	Pending

This will display all requests submitted by you. Click on the section name to review the details of the request on the left side of the screen. On the right side is the **Request Toolbox**:

Request Toolbox

Status: Approved

Decisions:

DECISION

WORKFLOW

ACTIVITY

This request has been approved!

If the request has been completely approved and processed, the Status will be displayed as **Approved**. If the status is displayed as **Pending**, you can click on the **WORKFLOW** tab to review at which step the request currently resides, as well as the **ACTIVITY** tab to review any notes made by participants in the workflow.

Request

Users voted to Approved for Long Term Deviation, and the proposal moved to Registrar Processing

9/25/2024 4:50 PM

Samantha Lee

Samantha Lee approved this request.

9/26/2024 9:54 AM

Request

The Registrar Processing step was approved, and the proposal advanced to the next step - Auto Advance Filter

9/26/2024 9:54 AM

Clicking on each step name under the **WORKFLOW** tab will open a new window with the name of the step reviewer and their email address:

Registrar Review

Participants

Registrar Classroom Scheduling

Jennifer Ferguson